



## Editing Overtime Hours for an Unscheduled Absence

### Viewing Timecards with OT & Unscheduled Absences

1. Access the Pay Period Close Genie for the desired pay period.
2. Select the hyperfind "Empls with OT and Unsch Leave".

*Employees that meet the following conditions will display –*

- *Worked overtime hours during the period,*
- *Earned OT pay or comp leave at a rate of 1.5,*
- *Reported an unscheduled absence (Sick Leave–Unscheduled, Annual Leave–Unscheduled, Comp Lv Used–Unscheduled or Personal Day–Unscheduled) during the pay period, and*
- *Is an employee that you have access to view and edit.*

Pay Period Close  
Show: Empls with OT and Unsch Leave  
Last Refreshed: 1:41AM  
Time Period: Current Pay Period  
Actions Amount Accruals Schedule Approvals Person

3. Select all employees that display. Click the Timecard Launch button to view each timecard.
4. View each timecard to determine if overtime hours worked were followed by an unscheduled absence on the next day.
5. Perform a Pay Code Move to change the overtime rate if an unscheduled absence was reported on the day following the day in which overtime was worked.

### Performing the Pay Code Move

1. From the timecard, click on the day that the overtime hours were worked.
2. In the Totals & Schedule tab, change the view from "All" to "Daily".
3. In the Totals and Schedule tab, click on the overtime hours to move.

4. Right click on the overtime hours. A Move box will display. Click on Move.

Pay Code	Amount	Wages
Regular	8.0	175.38
OTL - Overtime Lunch - DOCR	0.5	16.44
OT at 1.5 - Overtime	4.0	121.63

5. The Move Amount dialog box will display. Enter the following:
  - a. In the **To: Pay Code** field, select the appropriate overtime code from the drop down list. See the *Pay Code Move Matrix* on page 2.
  - b. Enter the number of overtime hours to move in the **Amount** field.
  - c. Enter the date that the overtime was worked in the **Effective Date** field.

Move Amount

From:

Pay Code: OT at 1.5 - Overtime  
Amount (HH:hh): 4.0  
Transfer: ;42/4250-0201/003531/425002010/COR...

To:

Pay Code: OT at 1.0 - Overtime  
Amount (HH:hh): 4.0  
Effective Date: 2/18/2009  
Transfer:

Comments...

OK Cancel Help

6. Click **OK**. Click **Save**.
7. Verify the timecard totals.
8. Verify the Move in the **Move Amounts Tab**.



## Editing Overtime Hours for an Unscheduled Absence Continued

### Adding a Comment

A comment should be added to the employee's timecard by the manager when overtime hours are edited.

1. In the timecard, click on the "Hours Worked" that were calculated as overtime.
2. Right click on the hours. An **Add Comment** box will display.

Tue 2/17	Wed 2/18	Thu 2/19	Fri 2/20
8.5	8.5		8.5
	4.0		
8.5	12.5	8.0	8.5

3. Click on the **Add Comment** box. A list of available comments will display.

4. Select the comment "**Unsched Lv Used – OT Paid at Straight Time**".
5. Click **OK**.
6. Click **Save**.
7. The Comment will be added to the timecard. Review the Comments tab.

The screenshot shows the Timecard interface for employee JETER, DEREK (ID: 2TFV22VL). The 'Hours Worked' for Wednesday 2/18 is 4.0. A right-click context menu is open over the 4.0, showing an 'Add Comment...' option. Below, the 'Comments' tab is selected, displaying a list of comments. The comment 'Unsched Lv Used - OT Paid at Straight Time' is highlighted, with a red arrow pointing to it from the 'Add Comment...' box above.

## Pay Code Move Matrix

Any overtime worked by an employee that is followed on the next day by an unscheduled absence should be compensated at the employee's regular rate of pay (straight time rate) for the number of hours of the unscheduled absence.

The Pay Code Move Matrix shown at the right should be referred to when overtime paid at time and a half must be changed to overtime paid at the straight time rate.

Overtime Pay Codes OT Paid at Time and a Half (1½)	MOVE TO	OT Pay Codes OT Paid at Straight Time (1.0)
OT at 1.5 – Overtime	➔	OT at 1.0 – Overtime
OT at 1.5 36 HR Week	➔	OT at 1.0 – Overtime
OT at 1.5 44 HR Week	➔	OT at 1.0 – Overtime
OT at 1.5 on Unscheduled Day	➔	OT at 1.0 – Overtime
CL3 – Comp Lv Earned–1 hr EQ 1.5	➔	CL2 – Comp Lv Earned– 1 hr EQ 1.0
CLE – 1.5 35 HR Week	➔	CL2 – Comp Lv Earned– 1 hr EQ 1.0
CLE – 1.5 44 HR Week	➔	CL2 – Comp Lv Earned– 1 hr EQ 1.0
CLE – 1.5 Unscheduled	➔	CL2 – Comp Lv Earned– 1 hr EQ 1.0